



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Washington, D.C. 20201

March 28, 2002

To: OPDIV Heads  
From: Ed Sontag *Ed Sontag*  
Assistant Secretary for Administration and Management  
Subject: Consolidation of Human Resources Function

As you know, we have reached agreement with the Office of Management and Budget to consolidate administrative functions beginning with human resources, public affairs, legislative affairs, information technology, and facilities. Consolidation of most of these functions must be completed by the end of FY 2003 and result in a more effective, efficient administrative structure that will support our efforts to better serve the public.

Much of the work will be done by consolidation project teams. A team has already been formed for information technology and preliminary work has been done to collect baseline information on the facilities function. Efforts are also underway to establish consolidation teams for public and legislative affairs. We will establish a consolidation team for the human resources function in the near future. We anticipate forming a small team of 2-3 people for the initial stages of the process and increase the number of people on the team when and as needed.

I invite you to nominate high performing senior professionals to serve on the human resources consolidation team. Please send your nominations to Catherine Tyrell on my staff no later than April 11. The nominees will form a pool from which we will draw resources needed for each stage of the restructuring and consolidation process.

If you have questions, please call Rosemary Taylor on 202-690-8560.

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